

The following memo clarifies the status of government and timekeeping guidance for the inclement weather event on Tuesday, March 14, 2017.

The Montgomery County Government will resume normal operations as of 12:00 a.m. (midnight) on Wednesday, March 15, 2017.



MEMORANDUM

Tuesday, March 14, 2017

TO: Executive Branch Department and Office Directors

FROM: Shawn Y. Stokes, Director, Office of Human Resources
Alexandre A. Espinosa, Department of Finance

SUBJECT: Final Time Reporting for Tuesday, March 14, 2017

The purpose of this memorandum is to clarify the status of County Government operations for Tuesday, March 14, 2017 and to provide guidance to employees when they are completing their timecard. This guidance is being provided to all directors, ASCs or equivalent, and all HR Liaisons. Please share this information with your employees:

Status	Beginning	Ending
Liberal Leave	Tuesday, March 14, 2017 at 12: 00 a.m. (midnight)	Tuesday, March 14, 2017 at 6: 59 a.m.
Closed (General Emergency)	Tuesday, March 14, 2017 at 7: 00 a.m.	Tuesday, March 14, 2017 at 11:59 p.m.

Timekeeping Guidance

Event-related timekeeping guidance for essential and non-essential employees can be found online at www.montgomerycountymd.gov/MCtime (*Resources > Events*).

Status of Government:

- Timekeeping Guidance for a Declared General Emergency
- Liberal Leave Guidance

Project Code for Reimbursement

A project code has not been established for the purposes of cost accumulation.

Essential and Non-Essential Employees

- *Essential employees* are required to work in periods of a General Emergency and Liberal Leave.
- *Non-essential employees* must not report to work during a General Emergency. During periods of Liberal Leave, non-essential employees may use Annual Leave, Comp Leave Supp, Comp Leave, Paid-Time-Off (PTO), or Leave-Without-Pay (LWOP) without prior supervisory approval.
- If the supervisor requires a non-essential employee to work and perform duties relating to the emergency or to their critical mission, that employee becomes an essential employee.

Questions

- **OHR Compensation:** OHR.Compensation2@montgomerycountymd.gov
- **MCtime:** MCtime@montgomerycountymd.gov

cc: Administrative Services Managers and functional equivalents
HR Liaisons
Finance, Payroll and MCtime